Travelling Allowance.

G. R. No. 5971/33, dated 10th October 1947.

Travelling Allowance :

Journeys for purpose of leave in India during the War.
Grant of —.

In continuation of the orders issued in Government Resolution, Finance Department, No. 5971/33, dated the 14th December 1946, Government directed that the travelling allowance concession granted to Government servants taking leave for rest and recreation should be continued till 31st December 1947, and that the concession should be granted to those Government servants also whose leave commences before 31st December 1947 but ends thereafter.

G. R. No. 3339/33, dated 3rd April 1947.

Travelling Allowance :
Sanctioned to non-officials.

Government amended the Bombay Civil Services Rules Manual, Vol. II, as follows :—

Page 250 Appendix XLII-A, Section I—

Add the following at the end of item (i) of clause (1) (*b*) of rule 1 in this section as amended by correction slip No. 130, dated 8th November 1939:—

"Provided that when he actually travels first class he may draw a single fare of the first class *plus* an extra half fare of the second class."

2. The extra fare referred to in the amendment in paragraph 1 above will be three-fourths instead of half so long as the general orders in Government Resolution No. 1922/33, dated 13th July 1945 continue to be in force.

3. The above orders should take effect from the 1st December 1946.

G. C. No. 3339/33, dated 5th January 1948.

Travelling Allowance Bills.

Prompt disposal of — by non-officials.

It has been brought to the notice of Government that travelling allowance claims preferred by non-officials serving in an honorary capacity on various Boards, Committees, etc., appointed by Government are unduly delayed. All authorities dealing with travelling allowance claims

should bear in mind that delay in disposal of such claims involves hardship, and that it is particularly necessary to ensure that the travelling allowance claims of a non-official who is doing public work in an honorary capacity are settled without delay. In order that such delays may not occur, Government issued the following directions for the use of both non-officials and Government officers dealing with such claims :—

(i) The non-officials claiming travelling allowance should prefer claims for travelling allowance as soon as the meeting of the Board or Committee is over.

(ii) The Controlling Officer should see that—

(*a*) the bills are submitted in time for his countersignature ;

(*b*) the bills are forwarded to the office of the Accountant General, Bombay, with the least possible delay for payment at treasuries from which they are payable ; and

(*c*) an intimation is given to members to the effect that the bills are sent to the office of the Accountant General, Bombay.

(iii) The dates on which the meetings of Boards or Committees are held, as well as names of non-official members who are likely to attend the meeting, with their addresses, should be communicated by the Controlling Officer to the office of the Accountant General, Bombay, in advance for independent check.

2. The Controlling Officers are further requested to see, while forwarding the bills to the office of the Accountant General, Bombay, for pre-audit that there are no omissions and defects in the bills. The following points should be particularly noted :—

(i) Mode of conveyance used is specified in certificate No. 4 in the Travelling Allowance Bill Form, and vouchers in support of the expenditure on account of road journey should be furnished. In cases where vouchers are not available, certificate No. 7 should be completed.

(ii) Class of accommodation actually used in respect of each journey should be specified.

(iii) A certificate to the effect that a member has not already drawn travelling allowance for the same journey or halt made by him in another capacity should be furnished along with the bill.

(iv) The bills should be countersigned before they are forwarded to the office of Accountant General.

(v) Classification regarding the correct budget head should be inserted in the travelling allowance bill.

3. The Accountant General, Bombay, has undertaken to pass the bills as early as possible and to forward them to Treasury Officers concerned for payment, intimating, at the same time, the fact to the members who prefer the bills and also to the Controlling Officers who forward the bills for passing payment.